



City of Starbase

City Commission Meeting Minutes

39046 L B J Boulevard

Starbase, TX 78521

Wednesday, October 15, 2025

7:00 PM

A Regular Meeting was held by the Starbase City Commission of the City of Starbase, Texas, on October 15, 2025, at 7:00 p.m. in the temporary city hall located at 39046 LBJ Blvd, Starbase, Texas, 78521. The following City Commission members were present:

Mayor Bobby Peden

Commissioner Jordan Buss

Commissioners absent:

Commissioner Jenna Petzelka

Staff Present:

City Administrator: Kent Myers

City Clerk: Caroline Cole

Assistant City Clerk: Gretchen Norton

City Attorney: Marie Johnson (by Teams video conference)

A. Call to Order and Quorum Determination

Mayor Peden called the meeting to order at 7:01 p.m. and a quorum was present.

B. Pledge of Allegiance

Mayor Peden led the Pledge of Allegiance.

C. Public Comment on Items Listed in Sections D & F—comments limited to two minutes per individual.

No speakers signed up to speak.

D. Consent Agenda

1. Action regarding the minutes of the September 11, 2025, September 17, 2025, and September 25, 2025, City Commission meetings
2. Action on an agreement with Burton, McCumber & Longoria, LLP for municipal auditing services.
3. Action to authorize the City Administrator to execute a Chapter 43 Texas Local Government Code Municipal Services Agreement with Space Exploration Technologies Corp. for the provision of municipal services upon annexation of a 1,256.978 acre tract of land.
4. Action on a resolution providing for city bulletin boards to display physical postings of City Commission meeting notices.

Kent Myers, city administrator, introduced the consent agenda. The consent agenda included three sets of minutes from the September meetings for consideration and the first audit agreement for the partial year of May through September 2025. Mr. Myers suggested Burton, McCumber & Longoria, LLP as an auditing firm for an estimated cost of \$17,500. He introduced Ben Pena from the firm and stated he is available for questions that the mayor or commissioner may have. Kent asked if Ben Pena had anything he wished to say, which he did not. Kent gave a brief overview of the audits that they do for Cameron County and many other surrounding cities, adding that they are very experienced and hopes that the commissioner will approve them. Marie interjected that before moving onto the next item, she wanted to let the commission be aware that the audit agreement be approved but subject to final legal review as it was still under negotiations. Kent commented to the commissioners that they make sure to make the motion with the added final legal review. Item three is the municipal service agreement for property proposed for annexation to the city. Kent noted that state law requires same services for annexed lands as it is for all city property and therefore it is on the agenda, and it is pretty routine. A resolution on the agenda is to designate how meetings are posted publicly. There is a recommendation for four city bulletin boards to be used to display public meetings. Kent continued to state that they are recommending approval of the consent agenda with the final legal review of the audit agreement, then added as a reminder that Mr. Pena and Marie are available for questions. Marie adds that the bulletin boards have not been changed, it's just a public notification of their locations. Mayor Peden comments that he noticed the locations for the bulletin boards are the same and asked if there were other bids for auditing services. Kent stated no there were no other bids and that they are excited to work with such an experienced firm that will suggest ways to improve our record keeping and move forward and added that this being our first year of operation they will hopefully have positive suggestions to improve our financial operations. Mayor

Peden commented that those were the only questions he had, and asked Commissioner Buss if he had any, which he declined.

A motion was made by Commissioner Buss to approve D1, D3, and D4 as presented, and approve D2 approved subject to final legal review as mentioned by the city attorney's office and authorize the city administrator to execute the same. Mayor Peden seconded the motion. The motion carried with a unanimous vote of 2-0.

E. Public Hearing

1. Conduct a public hearing on an ordinance annexing into the corporate limits of the City of Starbase an approximate 1,256.978 acre tract of land located in Cameron County, Texas, comprised of: 1) a 1,212.85 acre tract out of Share I and Share II of the San Martin Grant A-6 and the H.M. Skelton Vacancy Award, A-269, in Cameron County, Texas, comprised of 912.64 acres, as recorded in the real property records of Cameron County, Texas as document no. 2016-6495, and 300.20 acres, as recorded in the real property records of Cameron County, Texas as Document No. 2024-35969; 2) a 21.16 acre tract of land being out of a 70.33 acre tract of the Rio Grande Beach Subdivision, Unit No. Four, as recorded in Vol. 22, Page 21 in the Cameron County Map Records; and 3) a 22.968 acre tract of land being out of a 70.33 acre tract of the Rio Grande Beach Subdivision, Unit No. Four, as recorded in Vol. 22, Page 21 in the Cameron County Map Records thereby extending the municipal boundary limits and providing for matters related thereto.

Mayor Peden opened the public hearing at 7:09 p.m.

No speakers signed up to speak.

Mayor Peden closed the public hearing at 7:09 p.m.

F. Regular Session

1. Discussion and action on an ordinance expanding the extraterritorial jurisdiction of the City of Starbase to include an area contiguous to the otherwise existing extraterritorial jurisdiction, being an approximate 1,256.978 acre tract of land located in Cameron County, Texas, comprised of: 1) a 1,212.85 acre tract out of Share I and Share II of the San Martin Grant A-6 and the H.M. Skelton Vacancy Award, A-269, in Cameron County, Texas, comprised of 912.64 acres, as recorded in the real property records of Cameron County, Texas as document no. 2016-6495, and 300.20 acres, as recorded in the real property records of Cameron County, Texas as Document No. 2024-35969; 2) a 21.16 acre tract of land being out of a 70.33 acre tract of the Rio Grande Beach Subdivision, Unit No. Four, as recorded in Vol. 22, Page 21 in the Cameron County Map Records; and 3) a 22.968 acre tract of land being out of a 70.33

acre tract of the Rio Grande Beach Subdivision, Unit No. Four, as recorded in Vol. 22, Page 21 in the Cameron County Map Records thereby extending the extraterritorial jurisdiction, amending the official city map, and providing for matters related thereto.

Kent Myers, city administrator, recommended tabling this for future consideration.

Commissioner Buss made a motion to table the ordinance expanding the extraterritorial jurisdiction of the City of Starbase to the November 19, 2025 meeting at 7:00 p.m. Mayor Peden seconded. The motion carried with a unanimous vote of 2-0.

2. Discussion and action on an ordinance annexing into the corporate limits of the City of Starbase an approximate 1,256.978 acre tract of land located in Cameron County, Texas, comprised of: 1) a 1,212.85 acre tract out of Share I and Share II of the San Martin Grant A-6 and the H.M. Skelton Vacancy Award, A-269, in Cameron County, Texas, comprised of 912.64 acres, as recorded in the real property records of Cameron County, Texas as document no. 2016-6495, and 300.20 acres, as recorded in the real property records of Cameron County, Texas as Document No. 2024-35969; 2) a 21.16 acre tract of land being out of a 70.33 acre tract of the Rio Grande Beach Subdivision, Unit No. Four, as recorded in Vol. 22, Page 21 in the Cameron County Map Records; and 3) a 22.968 acre tract of land being out of a 70.33 acre tract of the Rio Grande Beach Subdivision, Unit No. Four, as recorded in Vol. 22, Page 21 in the Cameron County Map Records thereby extending the municipal boundary limits, amending the official city map and providing for matters related thereto.

Kent Myers, city administrator, recommended to table this until the November 19, 2025 meeting as well.

Commissioner Buss made a motion to table the annexation ordinance to the November 19, 2025 meeting at 7:00 p.m. Mayor Peden seconded. The motion carried with a unanimous vote of 2-0.

3. Discussion and action on a resolution creating the Natural Resources Committee responsible for oversight of the wetlands mitigation bank, coastal dune restoration and protection and maintenance of Boca Chica Beach.

Kent Myers, City Administrator, stated that Marie Johnson has worked hard on this resolution and requested that Marie provide a summary of the resolution prior to taking action. The committee will be composed of residents of the community that are subject matter experts. There is much of the Starbase area that has a wealth of natural resources that the city is interested in protecting. The committee will be

responsible for Boca Chica Beach and any other natural resource adjacent areas that the city would like to be the easement holder for such as the wetlands mitigation bank, but the area is more than just that. This resolution will allow the members to advise on matters relating to the natural resources' areas. The committee will be an advisory role only. They will have no authority to spend funds. Their role will be to advisory to the commission and to city staff. Marie asked if there were any questions, Mayor Peden and Commissioner Buss stated that they had no questions.

Commissioner Buss made a motion to approve a resolution creating the Natural Resources Committee as presented. Mayor Peden seconded. The motion carried with a unanimous vote of 2-0.

4. Discussion and action to appoint members of the Natural Resources Committee.

Kent Myers, City Administrator, began the discussion by reminding the Commission that the Natural Resources Committee needs to have members appointed that are subject matter experts and residents of Starbase. Kent then listed the proposed members be Brandon Conroy, Anthony Greco, Sheila McCorkle, Kevin Bagnall, and Matt Tuckness. Kent added that they will serve two-year terms and will have recommendations for the commission and the city staff. Kent stated that is who they are recommending to the Commission for consideration this evening. Commissioner Buss added a few remarks that he appreciates them for volunteering and that he knows some of the members personally, and he knows how passionate they are about Starbase and the environment here. He is excited to have them as part of the team.

A motion was made by Commissioner Buss to appoint Brandon Conroy, Anthony Greco, Sheila McCorkle, Kevin Bagnall, and Matt Tuckness to the Natural Resources Committee. Mayor Peden seconded. The motion carried with a unanimous vote of 2-0.

5. Discussion and action on a resolution amending Resolution No. 2025-05-29-O05-RE to change the name of the Starbase Long-Term Development Planning Committee to Starbase Advisory Committee, expand the committee to five members, and to define the committee's scope and duties.

Kent Myers, City Administrator, began the discussion by reminding the Mayor and Commissioner that back in May, the Commission appointed the Starbase Long-Term Development Planning Committee since that time, there have been many meetings of that committee. They're made up of residents of Starbase to provide members of city staff on issues relating to Starbase. They've concluded the name is too lengthy and they are recommending the name be shortened to Starbase Advisory Committee. It will still be made up of residents, and the role of the committee has been refined. Kent explained, for the benefit of the public, the role of the committee. Their purpose is to advise the city commission on the views of the city residents with regard to the long-term development and the needs of the city and residents. These recommendations may include general comments on how property should be developed, what infrastructure is needed, how spaces should be developed, expansion or reduction of city operations, facilities, and services. They may also advise the commission on any matter as assigned by the commission, mayor, or city administrator. Additionally, they are recommending the committee be expanded from three members to five members. Mayor Peden commented that we have benefitted thus far and had no questions. Commission Buss confirmed no questions.

A motion was made by Commissioner Buss to approve the resolution as presented. Mayor Peden seconded. The motion carried with a unanimous vote of 2-0.

6. Discussion and action to appoint new members to the Starbase Advisory Committee.

Kent Myers, City Administrator, stated there is a resident present at the meeting that had volunteered to serve on the committee, Kevin Bagnall. A fifth member will be appointed at a later date. Kent invited Kevin to stand and be recognized. Commissioner Buss thanked Kevin for his willingness to join the team.

Commissioner Buss made a motion to appoint Kevin Bagnall to the Starbase Advisory Committee. Mayor Peden seconded. The motion carried with a unanimous vote of 2-0.

7. Presentation of the September 2025 Financial Report summarizing financial transactions through September 30, 2025.

Kent Myers, City Administrator, began by stating that this item is on the agenda for every meeting to keep the Commission and the general public aware of the city's financial status. This report covers May through September, the end of our fiscal year, and noted that it is subject to final information from the accountant. There are still

some bills for September expenses, and they anticipate a final trial balance over the next week or two. Kent went on to say that the numbers in front of the Commission are not the final numbers for the last fiscal year, but they are pretty close and he wants to point out a couple of significant numbers in the report. On page one, the total fund balance is not a final number but is projected to be \$1.7 million at the end of September, the end of the fiscal year. He goes on to add that there is the second tax anticipation notes that were closed the end of September which includes about \$1,000,000. With that set aside, the ending fund balance is about \$750,000. Then on page 4 there is a schedule that compares revenues, expenses to the budget and notes that again these are not final numbers but points out that building permits they budgeted \$505,000 which was based upon expected building activity, but they ended up collecting closer to \$600,000 in permits and fees. The city anticipated expenditures of \$1.94 million budgeted for expenses and ended up expending only about \$1.4 million. Kent restated that these are not final numbers, but that they ended up positive regarding expenditures of about \$528,000. Kent goes on to reiterate that the final balance is about \$1.7 million, but that includes the \$1 million tax anticipation note and that the city is wrapping up the fiscal year in a very positive financial status. He welcomes any questions. He adds on that once the final trial balance is completed by the accountant it will be turned over to the auditor, and the auditing process will take place with a tentative presentation to the Commission in either December or January. Commissioner Buss stated he has a question that the general government costs seem a bit higher than expected, and he noted that we do not have some public safety things in place yet and those expenditures are not present yet, and Commissioner Buss wanted to know if there was a breakdown for that. Kent stated that there will be a detailed breakdown of that, but there are some estimates when starting a new city. There was some knowledge about startup costs regarding new ordinances and resolutions that have to go through the legal process as well as public records requests that have to go through a review process by attorneys, and many unanticipated expenses regarding legal costs. Additionally, as building permits increased, so did the building inspection costs. On public safety, there are not the law enforcement expenses that were originally anticipated, so that helped to cover the general government expenses. There will be a full breakdown once everything is finalized. There were no other questions, so the discussion moved to item F8.

8. Discussion and action on an agreement with the Starbase Volunteer Fire Department to provide fire protection and suppression services.

Kent Myers, City Administrator, stated that they are pleased that the volunteer fire department is making some improvements in their ability to respond to calls within the city limits. They previously approved \$60,000 for the fire department to get started and fund some of their equipment, but to be able to expend the money, there needs to be an agreement between the city and the volunteer fire department. An agreement outlining the services expected from the fire department for the

funding proposed that the fire department is requesting, in addition to the \$60,000, a consideration of a per incident fee of \$600.00 per incident. This fee is for covering incidentals for expenses incurred during a structure fire or the like. This is still under review and under consideration. Kent stated he wanted that to reflect in the record. Commissioner Buss posed the question is that \$600.00 per incident fee is in line with other departments like Brownsville Fire Department. Kent admitted he was unsure. Marie Johnson, City Attorney, stated that it is generally very common to have a per incident charge and is not out of line with common costs. Commissioner Buss asked the Chief of the Volunteer Fire Department to stand and be recognized.

Commissioner Buss made a motion to approve an agreement with the Starbase Volunteer Fire Department to provide fire protection and suppression services, subject to final legal review by the city attorney's office and authorize the city administrator to execute same. Mayor Peden seconded. The motion carried with a unanimous vote of 2-0.

G. Commission/City Manager Update

- 1. Items of Community Interest: Pursuant To Texas Government Code Section 551.0415**
The Mayor, Commission And City Manager May Report On The Following Items: (1) Expression Of Thanks, Congratulations Or Condolences; (2) Information Regarding Holiday Schedules; (3) Recognition Of Individuals; (4) Reminders About Upcoming City Commission Events; (5) Information Regarding Community Events; (6) Announcements Involving Imminent Threat To Public Health And Safety.

Kent Myers, City Administrator, announced that the city is proud to announce the First Annual Veteran's Day Celebration hosted by SpaceX. The event will take place on November 8th from 11:00am to 2:00pm at Boca Chica Beach and it is open to the public. All are welcome to attend. This will be the first veteran's day celebration hosted by SpaceX. The Starbase X account and the city website (www.starbase.texas.gov) will have more information in the coming weeks.

- 2. City Administrator Report**
 - a. Building Permit Activity for September 2025**

From May through September, it has been very active. In a little over 4 months there were 131 residential permits, 587 inspections completed, 16 commercial permits, and 39 commercial inspections. Construction continues to move forward on a variety of residential and commercial projects.

b. USPS approval of Starbase address request

After the previous council meeting, the USPS officially designated a valid address line by the US Postal Service. City attorney Marie Johnson was persistent and went through a lot of process to get Starbase, Texas. There is not a new zip code yet, but hopefully that will happen soon. Mayor Peden stated that many people in the community were asking about when the city change would happen and that he successfully navigated the process in getting his driver's license changed.

c. Migration of City website and email to .Gov

The city website domain and email domain have been converted. Working with Cesar, his staff, and tech refresh, our IT contractor we have migrated from a .com to a .gov website and email. For the benefit of the public, the website is Starbase dot Texas dot gov.

3. Future agenda item requests – no discussion or action may be taken by the Commission on future agenda item requests.

Nothing was mentioned for future agenda item requests.

H. Executive Session: In accordance with Texas Government Code, Chapter 551, the City Commission will recess into Executive Session (closed meeting) to discuss the following:

1. **Section 551.071(2):** Consultation with attorney on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551, regarding:
 - a. The Attorney General rulings on public information request nos. 2025-29, 2025-41, 2025-46, and 2025-65; and
 - b. Conflicts waiver submitted by Daake Law.

Mayor Peden recessed the meeting into executive session at 7:34 p.m.

I. Reconvene into Open Session: In accordance with Texas Government Code, Chapter 551, the City Commission will reconvene into Regular Session to consider and take appropriate action, if any, regarding any items discussed in Executive Session.

The meeting reconvened into open session at 8:24 p.m. by Mayor Peden.

Commissioner Buss made a motion to approve the execution of the conflicts waiver with Daake Law. Mayor Peden seconded. The motion carried unanimously with a vote of 2-0.

J. Adjourn

A motion was made by Commissioner Buss to adjourn. Mayor Peden seconded. The motion carried with a unanimous vote of 2-0.

The meeting was adjourned at 8:25 p.m.

Approved by the City Commission on this 19th day of November, 2025.

APPROVED:


Bobby Peden, Mayor

ATTEST:



Caroline Cole, City Clerk

